



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 058 - S	ISSUE DATE: May 18, 2026	CLOSING DATE: June 16, 2026
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TITLE: Administrative Analyst 3, Information Systems	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Purchase and Property	TITLE CODE: 50075G	RANGE: P26
UNIT: NJ Start/Operations	WORKWEEK: NL (35 hours)	
LOCATION: 33 West State Street, 9th floor, Trenton, NJ	SALARY RANGE: \$80,755.57 - \$118,678.17	

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Purchase and Property is seeking an Administrative Analyst 3, Information Systems. Under the general supervision of a supervisory official, the incumbent will perform primary data analysis functions using Oracle and SQL databases, including extracting, validating, and analyzing data required for operational and management reporting. The candidate will develop SQL queries and maintain data integrity to support accurate decision-making.

This position is responsible for creating and maintaining dashboards, statistical reports, and performance metrics, using tools such as Power BI and Tableau. The incumbent will manage recurring and ad-hoc reporting needs, conduct data quality checks, and provide analytical outputs that support program monitoring and trend identification. The candidate will serve as the Division's primary IT representative and liaison with the Division of Revenue and Enterprise Services (DORES) on technical issues that require escalation on behalf of the Division of Purchase and Property staff. The role manages the employee onboarding and separation processes, including the completion and submission of Domain Account Request Forms. This position supports major technology initiatives such as the ServiceNow-CSM project and SimplyGov modernization effort. The incumbent will manage MS Teams calling features and will serve as the primary administrator for the AWS call center platform used for NJSTART vendor support, ensuring proper access, system readiness, and efficient vendor service operations. The role supports enterprise applications and automated workflows, including Salesforce, ServiceNow, MS Forms, Power Automate, and SharePoint. The incumbent assists the Division's Manager of Operations with special projects, as needed, handling special requests and troubleshooting issues when they arise and during staff absences.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and two (2) years of the above-mentioned professional experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 16, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 058 - S Administrative Analyst 3, IS" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer